

Tuition Assistance (TA) WAWF Guide



WAWF Points of Contact

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Table of Contents

| | |
|---|-----------|
| GETTING STARTED | 1 |
| TUITION ASSISTANCE | 1 |
| OTHER NAVY TUITION PROGRAMS AND CONTACTS | 1 |
| SETTING UP FOR WAWF INVOICING | 1 |
| <i>Getting Your School Processed for WAWF Invoicing.....</i> | <i>1</i> |
| <i>Creating a WAWF Account</i> | <i>2</i> |
| <i>WAWF Password Resets/ Point of Contact Change.....</i> | <i>2</i> |
| GUIDELINES AND POLICIES (PLEASE READ BEFORE INVOICING) | 3 |
| CREATING AND SUBMITTING AN INVOICE..... | 3 |
| PREPARING YOUR TA ATTACHMENT SPREADSHEET | 3 |
| <i>Sample TA Form</i> | <i>5</i> |
| <i>Example of a correctly completed TA Attachment</i> | <i>6</i> |
| <i>Example of an incorrectly completed TA Attachment</i> | <i>7</i> |
| CREATING A WAWF INVOICE | 8 |
| ATTACHING YOUR TA ATTACHMENT SPREADSHEET | 16 |
| CREATING AN INVOICE FROM A TEMPLATE | 19 |
| SEARCHING AND VIEWING DOCUMENTS | 19 |
| REJECTED INVOICES | 21 |
| VOIDING REJECTED INVOICES | 22 |
| RESUBMITTING A REJECTED INVOICE | 23 |
| PAYMENT INFORMATION | 25 |
| SUBMITTING STUDENT GRADES | 25 |

Getting Started

Tuition Assistance

The Navy has a number of tuition programs, and each program has its own invoicing procedures. The invoicing instructions in this guide are specific to the billing of Navy, Marine, and Coast Guard students under the Navy Tuition Assistance program. Students under this program will provide you with Tuition Assistance forms that say "Tuition Assistance Authorization" at the top of the form.

Tuition Assistance Technician/LPO Points of Contact

NOTE: Please contact the following POCs for invoicing assistance. The TA Extension corresponds to your regular processing technician.

| TA Ext | Contact |
|--------|----------------------------|
| TA | Shirley.binz@navy.mil |
| TA 1 | Michael.ow@navy.mil |
| TA 2 | Mary.e.warren@navy.mil |
| TA 3 | Judith.lawton@navy.mil |
| TA 4 | Virginia.goldbach@navy.mil |
| TA 5 | Virginia.goldbach@navy.mil |
| TA 6 | Kim.y.scott@navy.mil |
| TA 7 | Judith.lawton@navy.mil |
| TA 8 | Rosemary.thomas@navy.mil |
| TA 9 | Shirley.binz@navy.mil |
| TA 10 | Kim.y.scott@navy.mil |
| TA 11 | Rosemary.thomas@navy.mila |
| TA 12 | Peggy.osborn@navy.mil |

Other Navy Tuition Programs and Contacts

| Program | Contact |
|---------------|---|
| STA 21 | Beverly Williams Beverly.williams@navy.mil |
| BUMED | Bryan Necciai bdnecciai@nmlc.med.navy.mil |
| ROTC | Beverly Williams Beverly.williams@navy.mil |

Setting up for WAWF Invoicing

Before you can submit invoices in WAWF, you must have a WAWF account, and your school must be processed for WAWF invoicing.

Getting Your School Processed for WAWF Invoicing

If your school has not been processed for WAWF invoicing, please e-mail Marilyn Tourney marilyn.tourney@navy.mil. Once your school has been processed, she will email you the contract numbers and routing codes that you will need to submit your invoices.

Creating a WAWF Account

Each person responsible for submitting invoices should have his/her own account. This will enable the invoice certifier to contact the appropriate person for questions and information regarding the submitted invoice.

1. Call the Ogden Help Desk at 1-866-618-5988 (select option 2) to activate your school's CAGE code in WAWF. Has your Cage Code Expired? Please go to <https://www.bpn.gov/ccr/default.aspx> and update your account information.
2. Once your CAGE code is activated, go to the WAWF web site at <https://wawf.eb.mil> and self register as a Vendor. (This should be done by the person who usually does the invoicing.)

When prompted for User ID, this can be anything you choose as long as it is at least 8 characters. User ID's and Passwords are case sensitive. When prompted for ROLE, choose "VENDOR" from the drop down list. You do NOT need to fill in Comments or attach anything. Click "continue" and verify all information you entered is correct, check the box that says "STATEMENT OF ACCOUNTABILITY", and click "REGISTER NOW".

3. Then, have your electronic business point of contact (EBPOC) send an email to cscassig@csd.disa.mil or call 1-866-618-5988 to authorize your account. Please make sure your name and your school's CAGE code are mentioned. Don't know who your EB POC is? Go to <https://www.bpn.gov/CCRSearch/SimpleSearch.aspx>, enter your cage code in the CAGE code field, click 'SEARCH' and at the bottom of the results page, it will list a primary and alternate EBPOC.
4. Once your account has been authorized, the Ogden Help Desk will activate your account and send an auto-generated one time password (expires in 48 hours) to the email account you entered when you self-registered. Log into the WAWF web site and create a permanent password.

If you do not receive your one time password within 24 hours, please call 1-866-618-5988 Option 2 then Option 3. Hours of operation for the Ogden Help desk are 4 a.m.-10 p.m. MST.

Note: Your WAWF Point of Contact can be changed by Clicking on My Role Maintenance on the Left Side of the screen once you are logged in. If your school requires the use of multiple logon IDs under the same CAGE code, it is recommended that you select a representative to act as a group administrator (GAM) to monitor your WAWF accounts. Please contact your WAWF POC for more information on setting up a GAM.

WAWF Password Resets

Passwords expire after 60 days. If your password expired or you do not remember your password, you can reset it by following these steps: **(Note: Passwords cannot be reset by contacting TA. This solely and Ogden Help Desk Function)**

1. On the Logon page, click the Reset Password Link (Left hand side of the WAWF home page)
2. Enter your User ID. Click Submit. There will be a series of Security questions that must be answered. If you have not set security questions, Please call the Ogden Help Desk using 1-866- 618-5988 Option 2 then Option 3. Hours of operation for the Ogden Help desk are 4 a.m.- 10 p.m. MST.
3. An email will be sent to you with a one-time password. Log in with that password, and then create a permanent password.

Guidelines and Policies (Please read before invoicing)

1. Check WAWF for the status of your invoices on a regular basis.
2. Do not submit duplicate invoices. This may result in a delay of payment.
3. Do not over bill. If the amounts you are billing for exceed the authorized TA amount, contact your Navy College Office POC and correct the discrepancy before submitting the invoice. If you submit an invoice for an amount that exceeds the authorized TA amount, the invoice will be returned to you for correction.
4. Wait until after the Add/Drop period before invoicing to ensure that the correct course is billed. Course discrepancies may result in a delay of payment.
5. Bill each service branch on a separate invoice (e.g., do not bill for both Navy and Coast Guard students on the same invoice). The first character of the TA Authorization Number indicates the service to be billed. (Please refer to the 'Creating and Submitting an Invoice' section below for further details.)
6. Do not bill for multiple fiscal years on the same invoice. The invoice should include bills for TA forms authorized in the same year. (Please refer to the section 'Creating and Submitting an Invoice' below for further details.)
7. Please batch invoices. You may invoice for multiple students and courses on the same invoice as long as they are all of the same service branch and fiscal year. (Please refer the 'Creating and Submitting an Invoice' section below for further details.)

Creating and Submitting an Invoice

Preparing Your TA Attachment Spreadsheet

1. Before invoicing in WAWF, you must complete the Excel TA Attachment.

Note: A copy of the TA attachment template can be downloaded at <https://www.navycollege.navy.mil/tuition/tawawf.html>.

2. The TA Attachment provides additional information that is required by the certifier to approve your invoice. It is crucial that the spreadsheet is filled out correctly. Please complete the attachment as follows (*indicates that the information can be found on the TA form. See the sample TA form below.):

- ***TA Authorization Number** (max character =12)
 - Enter the TA authorization number found on the upper right hand side of the TA form (see sample TA form).
 - To ensure that you are invoicing for only one service branch (you cannot invoice for multiple services in the same invoice), confirm that the TA Authorization Numbers begin with the same letter. The first character of the TA Authorization Number indicates the service branch. For example: TA Authorization number '**NAA200612345**' indicates that it is Navy because it starts with an 'N'.
 - N = Navy
 - C = Coast Guard
 - M = Marine
 - G = GEV (Graduate Education)
 - E = AEV (Advanced Education)
 - To ensure you are invoicing for the same Fiscal Year (you cannot invoice for multiple fiscal years in the same invoice), confirm that positions 4-7 of the TA Authorization Numbers are all the same. Positions 4-7 of the TA Authorization Number indicates the Fiscal Year. For example: TA Authorization number '**NAA200812345**' indicates that it is Fiscal Year 2008.
- ***Student Last Name**
 - Do not combine the first and last name in the same column.

- ***Student First Name**
 - Do not combine the first and last name in the same column.
- ***Last Four Digits of the SSN** (max character = 9)
- ***Course Number** (max character = 12)
 - The typical format for the Course Number field is the course subject followed by the course number (e.g., MATH101).
- **Course Name** (max character = 75)
- ***Amount To Be Paid** (numeric values only)
- ***NCMIS School Code** (max character = 5)
 - Enter the School Code found on the upper left hand side of the TA form, below the student's SSN.
 - If the NCMIS School Code on the TA form is not your school's code, please return the form to the student so that they can have it corrected or contact your invoice certifier/Local Processing Official (LPO).
- ***School Name**
- **Invoice Number** (max character = 14)
 - Enter a unique Invoice Number.
 - Although the field max character length is 14 characters, try to keep the invoice numbers to a minimum number of characters for the ease of tracking.
 - The Invoice Number should be exactly the same for all line items in the spreadsheet (i.e., all line items in the attachment will be associated with one invoice number and therefore will be paid as one invoice).
- **Invoice Date** (mm/dd/yyyy)
- **Grades** (if available; not required; max character = 2)
 - Valid passing grades are 'A', 'B', 'C', 'D', 'S' (Successful), or 'P' (Passing)
 - Valid failing grades are as 'F', 'I' (Incomplete), 'N' (Not Passing or Repeat), 'W' (Withdrawal), or 'X' (Insufficient)

Please refer to the next series of pages for further guidance.

Sample TA Form

| TUITION ASSISTANCE AUTHORIZATION | | | | |
|---|-------|---|------------------|---|
| NAVEDTRA 1560/5 | | TUITION ASSISTANCE AUTHORIZATION | | <div style="border: 1px solid black; padding: 2px; width: fit-content;">TA Authorization Number</div> |
| SSN: 123456789 | | NAME: POPEYE SAILOR MAN | | <div style="border: 1px solid black; border-radius: 50%; padding: 2px; display: inline-block;"> NXX200400001 25-JUN-2004 </div> |
| <div style="border: 1px solid black; border-radius: 50%; padding: 2px; display: inline-block;"> SCHOOL CODE: 4157A </div> | | INSTITUTION: Rhodee International | | RATE BMC |
| ENROLLMENT INFORMATION | | | | |
| TERM DATES | | START: 03-MAR-2004 | END: 03-JUN-2010 | |
| <div style="border: 1px solid black; padding: 2px; width: fit-content;">Course Information</div> | | | | |
| COURSE | TITLE | HOURS | GOV SHARE | STU SHARE |
| MATH999 | TEST | 3 | \$450.00 | \$.00 |
| TOTAL: | | 3 | \$450.00 | \$.00 |
| <p>I have read, understand, and will comply with the provisions of CNETINST 1560.3D and the application for Tuition Assistance Form. I hereby authorize release of my grades and notification of degree completion to the US Navy. Non-receipt of grades will prohibit additional tuition assistance.</p> | | | | |
| _____ Applicant's Signature | | (619) 556-4459 Phone | | |
| <div style="border: 1px solid black; border-radius: 50%; padding: 2px; display: inline-block;"> NXX200400001 </div> | | 25-JUN-2004 | | _____ SIGNATURE OF AUTHORIZED GOVERNMENT PERSONNEL |
| AUTHORIZATION NUMBER | | DATE AUTHORIZED | | |
| <div style="border: 1px solid black; padding: 2px; width: fit-content;">TA Authorization Number</div> | | | | |

School/NCMIS Code

Example of a correctly completed TA Attachment

Microsoft Excel - TA_Attachment_Template_07 JAN25

File Edit View Insert Format Tools Data Window Help Adobe PDF

Same service and Fiscal Year

Same Invoice Number

Same School Code that appears on the TA form

| A | B | C | D | E | F | G | H | I | J | K | L | M |
|--|-------------------|--------------------|--|------------------------------------|----------------------------------|---|---------------------------------------|-----------------------|----------------|---------------------------|--|----------|
| TA Authorization # (max character = 12) | Student Last Name | Student First Name | Last Four Digits of SSN (max character= 9) | Course Number (max character = 12) | Course Name (max character = 75) | Amount To Be Paid (Numeric values only) | NCMIS School Code (max character = 5) | School Name | Invoice Number | Invoice Date (mm/dd/yyyy) | Student Grade (Optional) (max character = 1) | Comments |
| NAC200608495 | Brady | David | 9837 | MATH101 | Math | 100.00 | 1056A | University Of Phoenix | UOP12345 | 06/26/2006 | B | Fall se |
| NAC200602326 | Colvard | Shirley | 3453 | ENG01 | English | 150.00 | 1056A | University Of Phoenix | UOP12345 | 06/26/2006 | B | Fall se |
| NAJ200600193 | Gainer | Randy | 1234 | ACCT200 | Accounting | 300.00 | 1056A | University Of Phoenix | UOP12345 | 06/26/2006 | C | Fall se |
| NAC200602326 | Hoffman | Agnes | 3214 | HIS201 | History | 100.00 | 1056A | University Of Phoenix | UOP12345 | 06/26/2006 | W | Fall se |
| NAJ200600193 | Howard | Melissa | 8372 | AGR101 | Agriculture | 76.50 | 1056A | University Of Phoenix | UOP12345 | 06/26/2006 | X | Fall se |
| NAJ200600193 | Hughes | Christine | 1283 | POL001 | Political Science | 380.83 | 1056A | University Of Phoenix | UOP12345 | 06/26/2006 | A | Fall se |
| NAJ200600787 | Johnson | Beverly | 1094 | POL001 | Political Science | 200.00 | 1056A | University Of Phoenix | UOP12345 | 06/26/2006 | D | Fall se |
| NAJ200600123 | Jones | Tom | 7337 | ECON333 | Managelal ECON | 250.00 | 1056A | University Of Phoenix | UOP12345 | 06/26/2006 | A | Fall se |
| NAC200602488 | Jones | Phillip | 8396 | SPEE01 | Speech | 500.00 | 1056A | University Of Phoenix | UOP12345 | 06/26/2006 | S | Fall se |
| NAJ200600787 | Kent | William | 2949 | POL001 | Political Science | 220.24 | 1056A | University Of Phoenix | UOP12345 | 06/26/2006 | P | Fall se |
| NAC200602771 | Morgan | Taylor | 8372 | AIRE001 | Air C/Refing/Enstr | 124.20 | 1056A | University Of Phoenix | UOP12345 | 06/26/2006 | C | Fall se |
| NAC200602488 | Phillip | Samantha | 3872 | CHEM043 | Chemistry | 594.34 | 1056A | University Of Phoenix | UOP12345 | 06/26/2006 | F | Fall se |
| NAJ200600193 | Smith | Robert | 8028 | SOC0038 | Sociology | 100.00 | 1056A | University Of Phoenix | UOP12345 | 06/26/2006 | I | Fall se |
| NAC200603593 | Sullivan | Shane | 0768 | BIO101 | Biology | 280.83 | 1056A | University Of Phoenix | UOP12345 | 06/26/2006 | B | Fall se |
| NAC200600947 | Thomas | Kim | 1647 | AIRE001 | Air C/Refing/Enstr | 200.00 | 1056A | University Of Phoenix | UOP12345 | 06/26/2006 | A | Fall se |
| NAC200602339 | Thomas | Brian | 2029 | PSYC100 | Psychology | 2500.00 | 1056A | University Of Phoenix | UOP12345 | 06/26/2006 | N | Fall se |
| NAC200600947 | Watson | Danielle | 2627 | SOC0038 | Sociology | 500.00 | 1056A | University Of Phoenix | UOP12345 | 06/26/2006 | W | Fall se |

Example of an incorrectly completed TA Attachment

Multiple services and Fiscal Years are not allowed on the same invoice

Student's first and last name should not be combined in the same column.

Multiple Invoice Numbers are not allowed

Valid grade values are: 'A', 'B', 'C', 'D', 'S', 'P', 'F', 'I', 'N', 'W', or 'X'

| TA Authorization # (max character = 12) | Student Last Name | Last Four Digits of SSN (max character= 9) | Course Number (max character = 12) | Course Name (max character = 75) | Amount To Be Paid (Numeric values only) | NCMIS School Code (max character = 5) | School Name | Invoice Number | Invoice Date (mm/dd/yyyy) | Student Grade (Optional) (max character = 1) | Comments |
|---|-------------------|--|------------------------------------|----------------------------------|---|---------------------------------------|-----------------------|----------------|---------------------------|--|---------------|
| NAC200708392 | Brady, David | 9837 | MATH101 | Math | 100.00 | 1056A | University Of Phoenix | UOP12345 | 6/26/2006 | PASS | Fall semester |
| CG120061542 | Colvard, Shirley | 3453 | ENG01 | English | 150.00 | 1100A | University Of Phoenix | UOP11133 | 6/26/2006 | B | Fall semester |
| CG120071542 | Gainer, Randy | 1234 | ACC200 | Accounting | 500.00 | 1056A | University Of Phoenix | UOP2847 | 6/26/2006 | C | Fall semester |
| MHZ20060863 | Hoffman, Agnes | 3214 | HIS201 | History | 100.00 | 1056C | University Of Phoenix | UOPF12345 | 6/26/2006 | FAIL | Fall semester |
| NAJ20070019 | Howard, Melissa | 8372 | AGRI01 | Agriculture | 76.58 | 1056A | University Of Phoenix | UOP12345 | 6/26/2006 | CANCELLED | Fall semester |
| MHE20060186 | Hughes, Christine | 1283 | POLU01 | Political Science | 380.83 | 1056A | University Of Phoenix | UOP1223 | 6/26/2006 | A | Fall semester |
| NAJ20060078 | Johnson, Beverly | 1094 | POLU01 | Political Science | 200.00 | 1056B | University Of Phoenix | UOP12345 | 6/26/2006 | D | Fall semester |
| MHZ20060867 | Jones, Tom | 7337 | ECON533 | Managerial ECON | 2500.00 | 1056B | University Of Phoenix | UOP2948 | 6/26/2006 | PASS | Fall semester |
| CG10061535 | Jones, Phillip | 8395 | SPEE01 | Speech | 500.00 | 1056A | University Of Phoenix | UOP12345 | 6/26/2006 | S | Fall semester |
| CG10071486 | Kent, William | 2949 | POLU01 | Political Science | 220.24 | 1056A | University Of Phoenix | UOP9482452 | 6/26/2006 | P | Fall semester |
| NAC20060277 | Morgan, Taylor | 8372 | AIRE01 | Air C/Refrig/Envir. | 124.20 | 1056A | University Of Phoenix | UOP928348 | 6/26/2006 | C | Fall semester |
| MHZ20060878 | Phillip, Samantha | 3872 | CHEM043 | Chemistry | 594.34 | 1056A | University Of Phoenix | UOP10E | 6/26/2006 | F | Fall semester |
| MHZ20060878 | Smith, Robert | 6028 | SOC0038 | Sociology | 100.00 | 1056C | University Of Phoenix | UOP12345 | 6/26/2006 | INCOMPL | Fall semester |
| MHZ20061018 | Sullivan, Shane | 0768 | BIO101 | Biology | 380.83 | 1056C | University Of Phoenix | UOP12WI | 6/26/2006 | B | Fall semester |
| NAC20060094 | Thomas, Kim | 1647 | AIRE01 | Air C/Refrig/Envir. | 200.00 | 1056A | University Of Phoenix | UOP12345 | 6/26/2006 | A | Fall semester |
| CG10061535 | Thomas, Brian | 2029 | PSYC100 | Psychology | 2500.00 | 1056B | University Of Phoenix | UOPWU | 6/26/2006 | N | Fall semester |
| CG10061486 | Watson, Danielle | 2827 | SOC0038 | Sociology | 500.00 | 1056A | University Of Phoenix | UOP12345 | 6/26/2006 | W | Fall semester |

3. Once your TA Attachment is complete, save the file.

STEP 1: Open the File menu and choose Save As.

STEP 2: In the box that appears, enter the 'File Name' as follows: Your school's NCMIS School Code_Invoice Number_Fiscal Year. *Note: The School Code and Invoice Number should match the School Code and Invoice Number values entered in the attachment. For example, if your School's NCMIS Code is "1234A", the Invoice Number is "FALL0001", and the Fiscal Year you are invoicing for is "2008" you should name the file as "1234A_FALL0001_2008.xls"*

STEP 3: Choose a location to save the file to. We recommend saving the file to a local drive (e.g., Desktop). Saving to a network drive may cause issues when attaching the invoice.

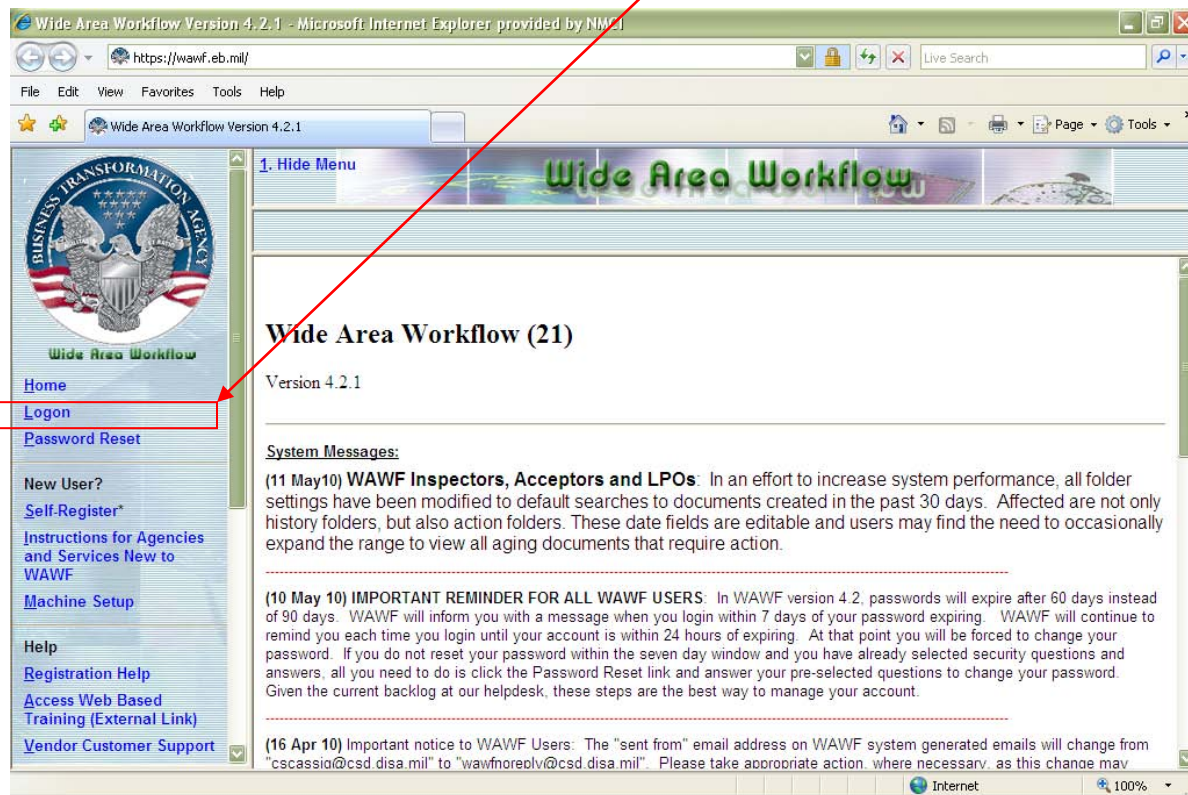
STEP 4: Click the Save button.

NOTE: When saving the TA attachment, the filename CANNOT contain spaces. If desired, underscores (_) may be used in place of spaces.

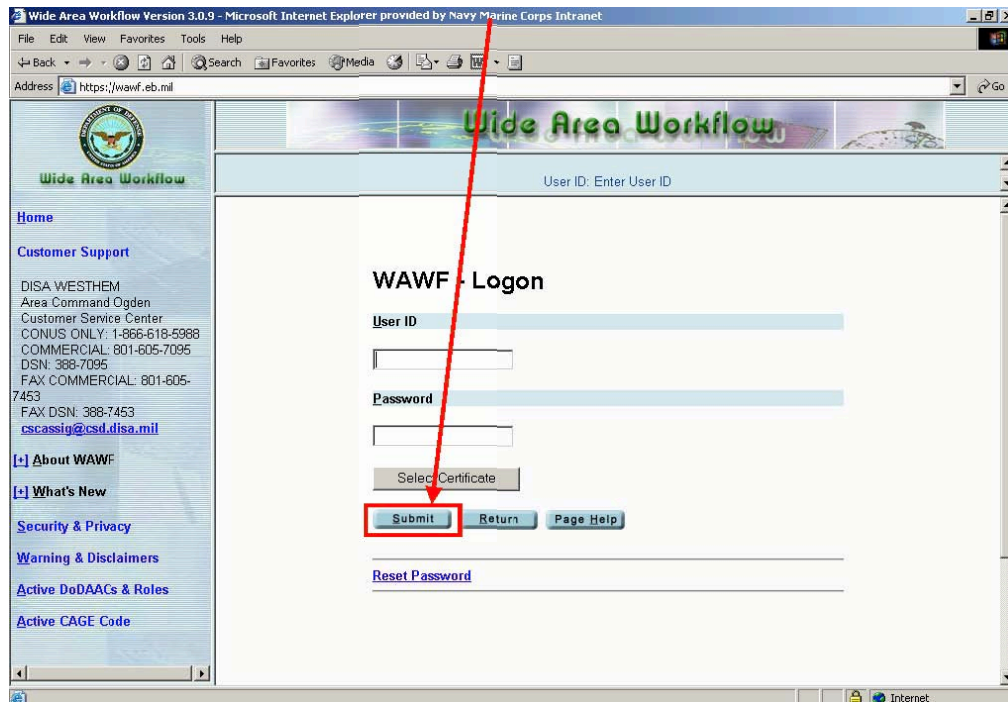
Creating a WAWF Invoice

NOTE: The information used in the examples below is sample information that should NOT be used in the creation of WAWF invoices. Please use the information that was emailed to you by your WAWF POC.

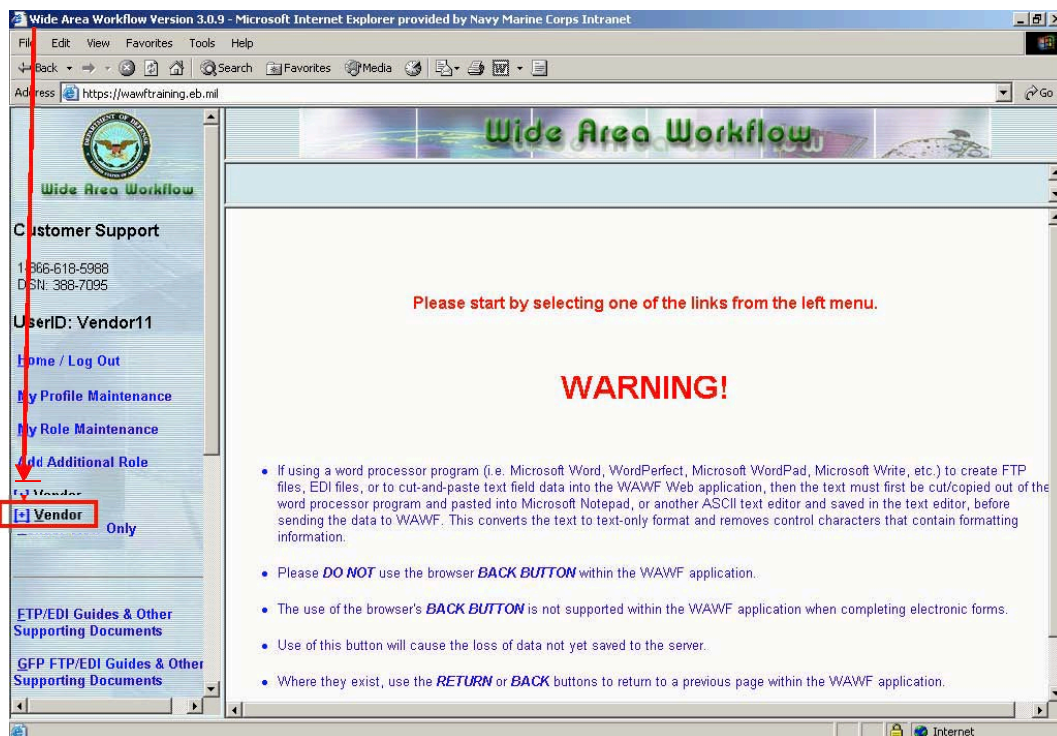
4. Once you've completed and saved the attachment template, access the Wide Area Workflow web site at <https://wawf.eb.mil>. On the left hand side, click the Logon link.



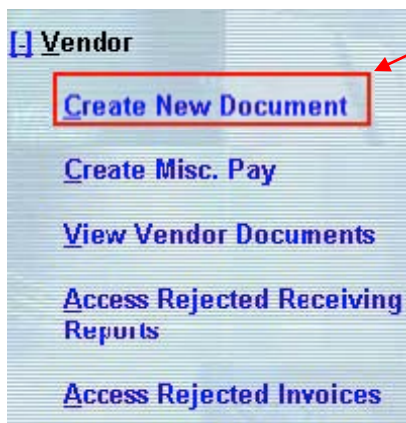
5. Enter your user ID and password and click Submit.



6. Click the [+] icon next to Vendor to expand the menu.



7. Click Create New Document in the expanded Vendor menu.



8. Input your contract number. (Provided by your WAWF Point of Contact) **Your contract number will likely not be the same as pictured here.** Leave the delivery order blank, and choose your CAGE code from the drop-down menu, then click Continue.

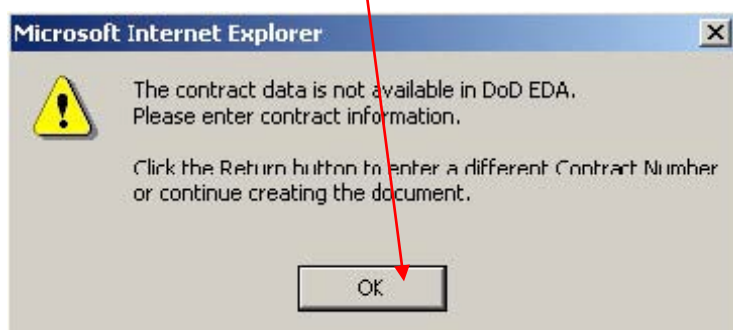
Create New Document

* = Required Fields

| | | |
|-------------------------------------|------------------------|--------------------------|
| <u>C</u> ontract Number * | <u>D</u> elivery Order | <u>C</u> AGE Code/Ext. * |
| N6382206M1056 | | 09YY8 |
| <div>Continue Reset Page Help</div> | | |

NOTE: The contract number used for invoicing is determined by the TA Authorization numbers entered on the spreadsheet. If positions 4-7 (fiscal year) of the TA numbers are 2008, the 2008 contract number beginning with **N6832208M** should be used. The "08" in the contract number represents the fiscal year and should be the same fiscal year as the TA Authorization numbers on your spreadsheet. If the TA numbers on your spreadsheet have 2007 in positions 4-7, use the 2007 contract number beginning with **N6832207M**; if 2009 use the 2009 contract number; and so forth.

9. Click OK to the message that appears. This message does not indicate an error.



10. Enter the Pay DoDAAC **N68566** if your contract number is before FY09 (e.g., N68322**06**XXXX, **07, 08**). Enter the Pay DoDAAC **N68732** if your contract number is FY09, N68322**09**XXXX, or later and click Continue.

Create New Document

* = Required Fields

| Contract Number | Delivery Order | CAGE Code / Ext. | Pay DoDAAC * |
|-----------------|----------------|------------------|----------------------|
| N6382206M1056 | | 09YY8 | <input type="text"/> |

11. Click the radio button next to Invoice. The screen will refresh as below. Click Continue.

Create New Document

* = Required Fields

| Contract Number | Delivery Order | CAGE Code / Ext. | Pay DoDAAC |
|-----------------|----------------|------------------|------------|
| N6382206M1056 | | 09YY8 | N68566 |

Search For:

Invoice No.

☐ Template

☒ Active Documents
 ☐ Archived Documents

Select Document to Create: *

☒ Invoice

☐ Invoice as 2-in-1 (Services Only)
 ☐ Construction Payment Invoice
 ☐ Receiving Report
 ☐ Invoice and Receiving Report (Combo)
 ☐ Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)

12. At the next screen, input the information provided by your WAWF POC:

(This Differs from the Pay DoDAAC referenced in step 10 above)

- **Admin DoDAAC:** N68322
- **Ship to Code:** N68322 ext. TA1, TA2, TA3...TA12. It is important to enter the TA extension so that your invoice is directed to the correct inbox for certification.
- **LPO DoDAAC:** N68322 ext. TA1, TA2, TA3...TA12. It is important to enter the TA extension so that your invoice is directed to the correct inbox for certification.

NOTE: For GEV and AEV (Graduate Education and Advanced Education), please use extension TA12. For Navy, Marine, and Coast Guard, please use the TA extension provided to you by your WAWF POC.

When all fields are complete, click the Continue button.

Invoice Button

Create New Document

* = Required Fields, Date = YYYY/MM/DD

| | | | |
|-----------------|----------------|------------------|------------|
| Contract Number | Delivery Order | CAGE Code / Ext. | Pay DoDAAC |
| N6832206M1133 | | 1J3E7 | N68366 |

| | | |
|----------------------|----------------------|----------------|
| Issue Date | IssueBy DoDAAC | Admin DoDAAC * |
| <input type="text"/> | <input type="text"/> | N68322 |

| | | | | |
|----------------|------|-----------------------|--------------|------|
| Ship To Code * | Ext. | Ship From Code / Ext. | LPO DoDAAC * | Ext. |
| N68322 | TA1 | | N68322 | TA1 |

Document Selected:

Invoice

Continue **Return** **Reset** **Page Help**

13. Enter the **Invoice No.** and **Invoice Date** (set to today's date). Set the **Final Invoice** Flag to 'N' (default). **Do not enter a Shipment No. or Shipment Date, leave these blank. DO NOT CLICK any buttons on the lower part of your screen such as Create Doc or Return.**

*Note: Ensure that the **Invoice No.** entered on this screen is the same value you entered in the Invoice Number column of the excel attachment (Refer to step 2).*

Data Capture - Invoice

* = Required Fields, Date = YYYY/MM/DD

| | | |
|-----------------|----------------|------------|
| Contract Number | Delivery Order | Issue Date |
| N6832206M1056 | | 2006/10/01 |

| Shipment No. | Shipment Date | Final Shipment? | Invoice No.* | Invoice Date* | Final Invoice? |
|----------------------|----------------------|-----------------|--------------|---------------|----------------|
| <input type="text"/> | <input type="text"/> | N | NAVY0001 | 2006/09/22 | N |

Government B/L Number Document Total: \$0.00

Currency Code

USD

Please proceed to the next page

14. Once all invoice data is input, click on the Line Item tab. Then, click on the three-boxes icon under Actions.



Line Item Details:

At least one Line Item is required.

| Item No. | Stock Part No. | Type | Qty. Shipped | Unit | Unit Price | Amount | Actions |
|----------|----------------|------|--------------|------|------------|--------|---|
| | | | | | | |  |

Page Help

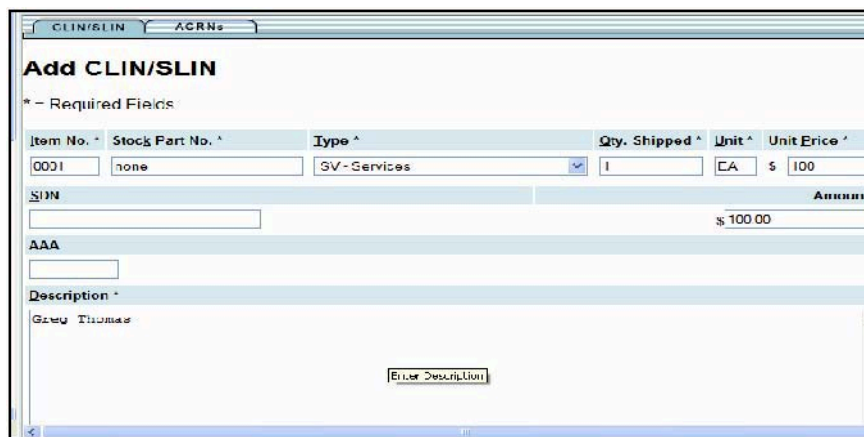
UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

15. **If you are not billing for AEV/GEV, please skip to the next page, step 16. This step is used for AEV/GEV invoicing only.**

GEV/AEV TA bills must be billed separately

- Using N68322/ext. TA12 for Ship To and LPO DoDAACs
- One invoice and TA attachment per student or One line item per student on the same invoice with the TA template information for the student in the description field of the line item:

- 0001 = Greg Thomas
- 0002 = Maria Clark
- 0003= Anna Smith



Add CLIN/SLIN

* - Required Fields

| Item No. * | Stock Part No. * | Type * | Qty. Shipped * | Unit * | Unit Price * |
|------------|------------------|-------------|----------------|--------|--------------|
| 0001 | none | SV-Services | 1 | CA | \$ 100 |

SLIN

Amount

\$ 100.00

AAA

Description *

Greg Thomas

Enter Description

The Screen shot below is for AEV/GEV step 15 above. This shows the second line item as referenced in step 15,b.

Add CLIN/SLIN

* = Required Fields

| Item No. * | Stock Part No. * | Type * | Qty. Shipped * | Unit * | Unit Price * |
|------------|------------------|---------------|----------------|--------|--------------|
| 0002 | none | SV - Services | 1 | EA | \$ 300 |

SDN

| SDN | Amount |
|-----|----------|
| | \$300.00 |

AAA

Description *

Maria Clark

16. Continuation from step 14. For the line item, input the following information:

- **Item No.** = 0001
- **Stock Part No.** = NONE
- **Type** = SV – services
- **QTY Shipped** = 1
- **Unit** = EA for each
- **Unit Price** = full amount of the invoice for the Service being billed (Navy, Marine, Coast Guard) or full amount for the student (GEV/AEV)
- **Description** = detailed comments describing the line item (Navy, Marine, Coast Guard) or TA attachment information for the student (GEV/AEV)

Add CLIN/SLIN

* = Required Fields

| Item No. * | Stock Part No. * | Type * | Qty. Shipped * | Unit * | Unit Price * |
|------------|------------------|---------------|----------------|--------|--------------|
| 0001 | None | SV - Services | 1 | EA | \$ 5,520 |

SDN

ACRN

Amount

| Amount |
|------------|
| \$5,520.00 |

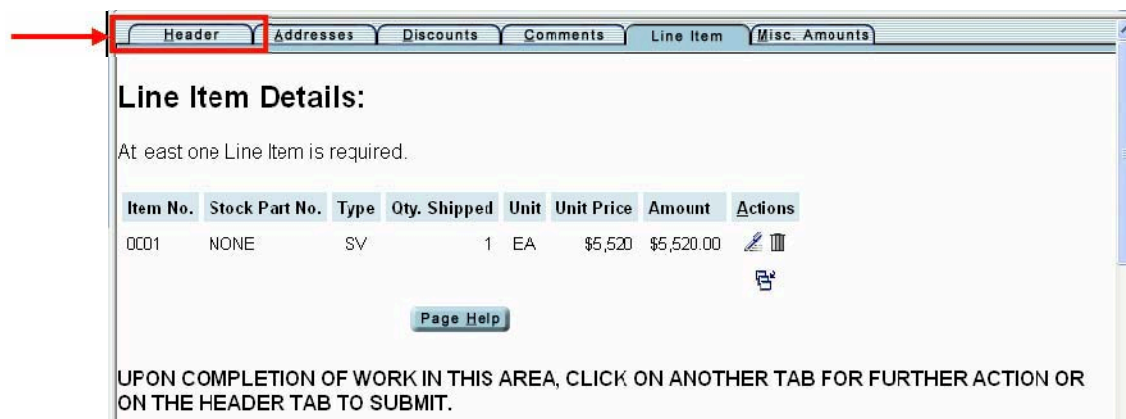
Description *

TA bill for Navy Students Spring Semester. Please see attached

These two amounts should match



Once all line item information is entered, scroll down and click **Save CLIN/SLIN**.

17. You will see a summary of the line item information. Click on the Header tab.



Line Item Details:

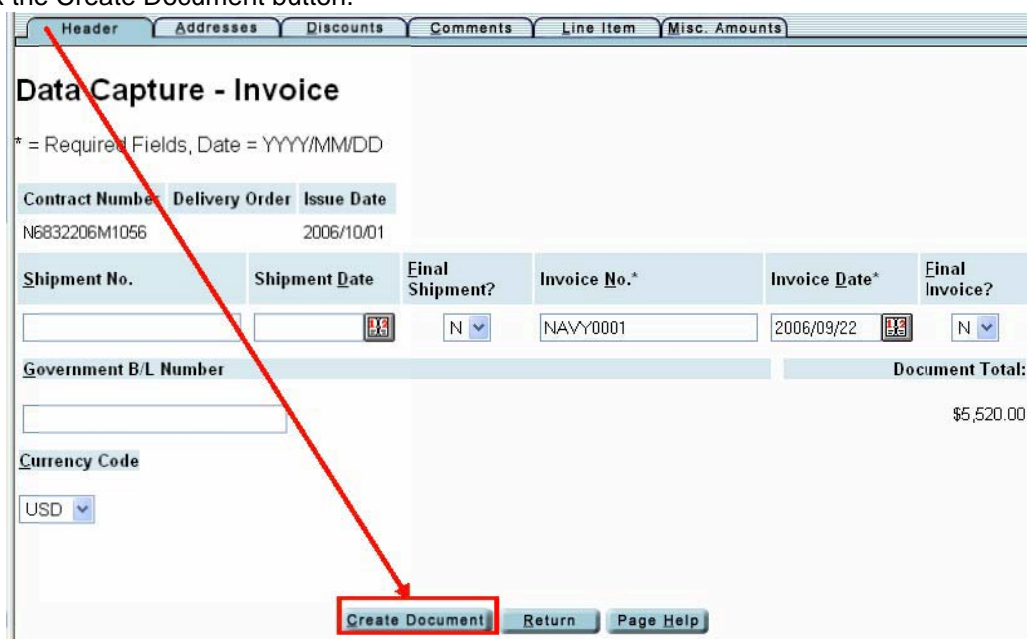
At least one Line Item is required.

| Item No. | Stock Part No. | Type | Qty. Shipped | Unit | Unit Price | Amount | Actions |
|----------|----------------|------|--------------|------|------------|------------|---|
| 0001 | NONE | SV | 1 | EA | \$5,520 | \$5,520.00 |   |

[Page Help](#)

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

18. Click the Create Document button.



Data Capture - Invoice

* = Required Fields, Date = YYYY/MM/DD

| Contract Number | Delivery Order | Issue Date |
|-----------------|----------------|------------|
| N6832206M1056 | | 2006/10/01 |

| Shipment No. | Shipment Date | Final Shipment? | Invoice No.* | Invoice Date* | Final Invoice? |
|--------------|---------------|-----------------|--------------|---------------|----------------|
| | | N | NAVY0001 | 2006/09/22 | N |

Government B/L Number

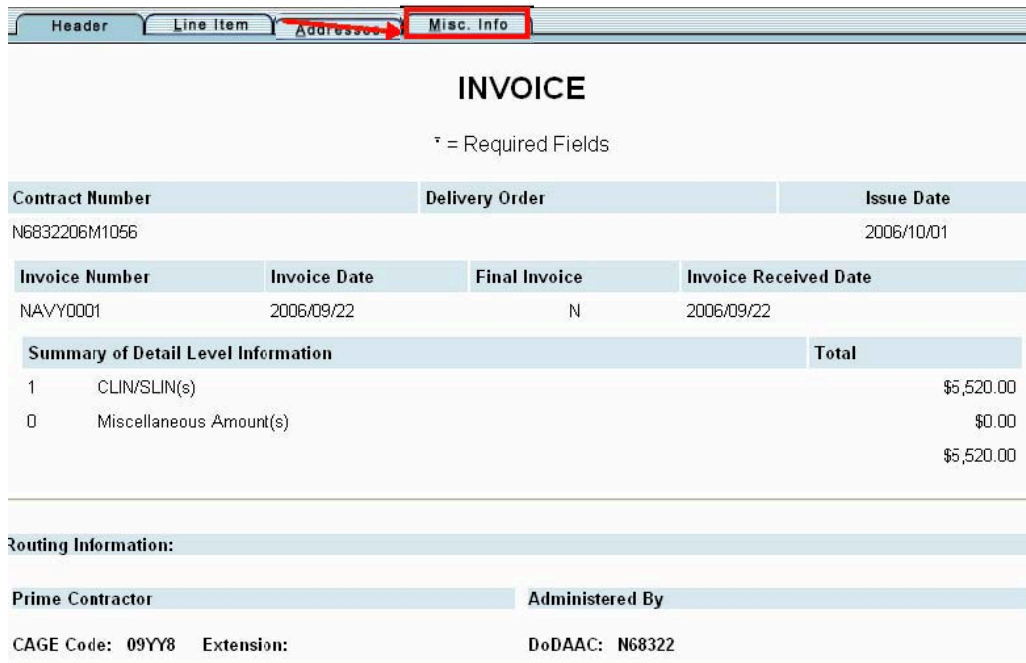
Currency Code: USD

Document Total: \$5,520.00

[Create Document](#) [Return](#) [Page Help](#)

Attaching Your TA Attachment Spreadsheet

19. You will see summary data of your invoice. Click the Misc. Info tab to add the TA attachment that was prepared in step 1.



Header | **Line Item** | **Addresses** | **Misc. Info**

INVOICE

* = Required Fields

| Contract Number | Delivery Order | Issue Date |
|-----------------|----------------|------------|
| N6832206M1056 | | 2006/10/01 |

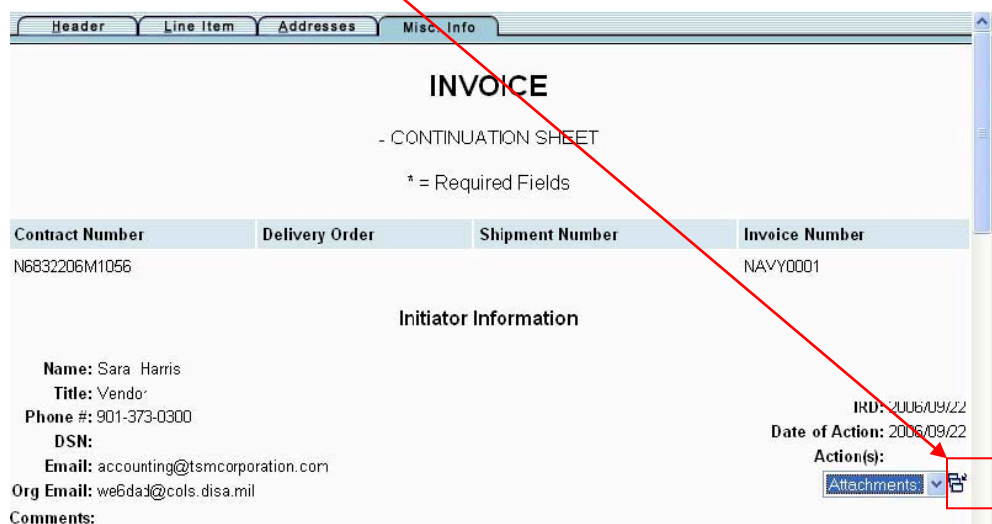
| Invoice Number | Invoice Date | Final Invoice | Invoice Received Date |
|----------------|--------------|---------------|-----------------------|
| NAVY0001 | 2006/09/22 | N | 2006/09/22 |

| Summary of Detail Level Information | | Total |
|-------------------------------------|-------------------------|------------|
| 1 | CLIN/SLIN(s) | \$5,520.00 |
| 0 | Miscellaneous Amount(s) | \$0.00 |
| | | \$5,520.00 |

Routing Information:

| Prime Contractor | Administered By |
|--------------------------------|-----------------|
| CAGE Code: 09YY8 Extension: | DoDAAC: N68322 |

20. Click on the three-boxes icon next to the Attachments drop-down box.



Header | **Line Item** | **Addresses** | **Misc. Info**

INVOICE

- CONTINUATION SHEET


* = Required Fields

| Contract Number | Delivery Order | Shipment Number | Invoice Number |
|-----------------|----------------|-----------------|----------------|
| N6832206M1056 | | | NAVY0001 |

Initiator Information

Name: Sara Harris
Title: Vendor
Phone #: 901-373-0300
DSN:
Email: accounting@tsmcorporation.com
Org Email: we6dad@cols.disa.mil
Comments:

IRD: 2006/09/22
Date of Action: 2006/09/22
Action(s):

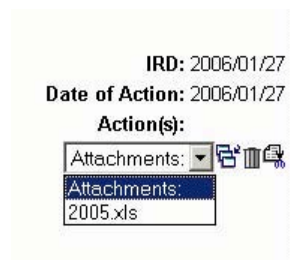
Attachments 

21. Click the Browse button to select the attachment from your computer. Once you've selected the attachment, click Open. You will be returned to the screen below and will see the document path listed in the box. Click Continue.

NOTE: If the document was saved on a network or shared drive, it may not attach properly. Resave the file to your local drive (e.g., Desktop).



22. The attachment will be listed in the drop-down box. You can click the three-boxes icon to add another attachment, click the trash can icon to remove the attachment, or click the scissors icon to view the attachment.



23. Once the attachment is added, click on the Header tab. Scroll to the bottom of the screen and click the Submit button.

24. You will receive a message stating that the invoice has been submitted successfully. Click Return to create another invoice.

The Invoice has been submitted successfully.

| Contract Number | Delivery Order | Shipment Number | Invoice Number |
|-----------------|----------------|-----------------|----------------|
| N6832206M1056 | | | NAVY0001 |

[Send More Email Notifications](#)

[Return](#) [Page Help](#)

25. Click Home/Log Out to exit WAWF, then close the browser window to completely log out.

Wide Area Workflow

UserID: Vendor11

[Home / Log Out](#)

[My Profile Maintenance](#)

[My Role Maintenance](#)

[Add Additional Role](#)

The Invoice has been submitted successfully.

| Contract Number | Delivery Order | Shipment Number | Invoice Number |
|-----------------|----------------|-----------------|----------------|
| N6832206M1056 | | | NAVY0001 |

Name: DEFENSE FINANCE AND ACCOUNTING SERV

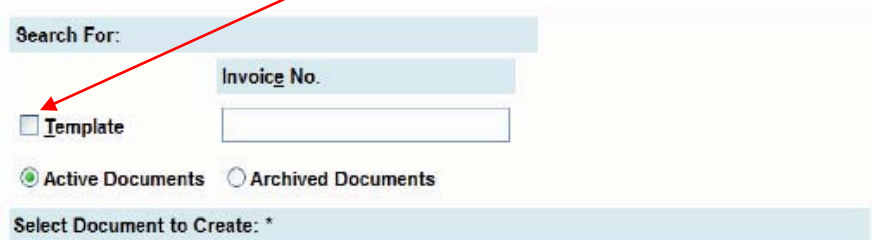
[Submit](#) [Return](#) [Page Help](#)

26. Upon receipt of your invoice, the Local Processing Officer (LPO) will either process or reject the invoice. You should check WAWF on a regular basis (see Searching and Viewing Documents) to make sure the invoice gets processed. If your invoice has been rejected, make the necessary corrections and resubmit the invoice (see section '**Resubmitting Rejected Invoices**').

Creating an Invoice from a Template

Vendors have the capability to use a previously submitted document as a template for creating a new invoice.

1. Follow the instructions for creating and submitting an invoice, but after you have selected your document type (Invoice) and the page refreshes, click the checkbox next to Template. Type in an invoice number to narrow down your search.



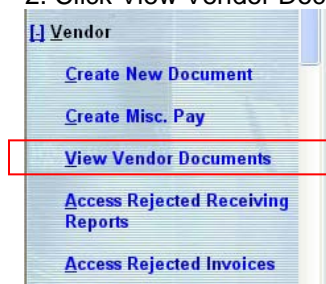
The screenshot shows a web form titled "Search For:". It includes a text input field labeled "Invoice No." and a checkbox labeled "Template". Below the checkbox are two radio buttons: "Active Documents" (selected) and "Archived Documents". At the bottom is a text input field labeled "Select Document to Create: *". A red arrow points from the "Template" checkbox to the "Invoice No." field.

2. A list of available documents is displayed. Select a document on which to base the new invoice by clicking the radio button next to the invoice number, and click Continue.
3. After the template document has been selected and the page submitted, the routing codes are displayed. Change the codes if necessary or click Continue to keep the same information.
4. Enter the invoice number and invoice date as required.
5. On the Line Item tab, click the pen icon to edit your line item with the appropriate information for your current invoice.
6. On the Header tab, click Create Document and review the invoice.
7. On the Misc. Info tab, attach your TA template using the three-boxes icon.
8. Go to the Header Tab and click Submit. A pop-up warning will appear reminding you that the invoice information has been pre-populated from another invoice. Please verify the pre-populated information is accurate before submitting the document.

Searching and Viewing Documents

You can use the View Vendor Documents link to view the status of documents that you have submitted through WAWF.

1. Log on to WAWF and click the [+] sign next to Vendor.
2. Click View Vendor Documents.



3. In the Search Criteria screen, enter your CAGE code, contract number, and/or invoice number. (Specify a date range in the Create Date and Create Date End fields if you are searching for an invoice older than 30 days.) Click Submit.

4. WAWF will bring up a list of your search results. The top of the screen tells you the number of items retrieved and the sort order. Change the sort order by clicking on any blue column heading.

- Click an invoice number to view the invoice.
- View the Status column to check the status of the invoice. Status definitions:
 - **Submitted:** Has been created by Vendor and is awaiting initial Government action
 - **Recall Available:** Document has been made recallable to the LPO. LPO must look in Access Recall-Action Required Folder
 - **Certified:** Document has been made recallable to the LPO. LPO must look in History Folder.
 - **Processed:** Has been processed by the Pay Office and is within the Entitlement System. A "Processed" document will be archived after 120 days
 - **Rejected:** Has been sent back to the Initiator by the Government
 - **Resubmitted:** Has been corrected by the Initiator and resubmitted for action (only seen following a rejection)
 - **Void:** No user can take action on this document. Will be archived after 120 days
- Use the navigational buttons at the bottom of the screen to view your results.

Pay Official View Only from Active Folder for 'N68566' (9 items, sorted by Contract Number)

| Item | Type | Vendor (Payee) | Contract Number | Delivery Order | Shipment No | Acceptance Date | Status | Recall RR | Void RR | Invoice Number | Invoice Received Date | Status | Recall Invoice | Void Invoice | Amount |
|------|---------|----------------|-------------------------------|----------------|-------------|-----------------|--------|-----------|---------|----------------------------------|-----------------------|-----------|----------------|--------------|----------|
| 1 | Invoice | 1E9Q2 | N6832207M1056 | | | | | | | 589852NAVY | 2006-12-20 | Submitted | | | \$133,24 |
| 2 | Invoice | 1E9Q2 | N6832207M1056 | | | | | | | 589855COASTGUARD | 2006-12-20 | Submitted | | | \$39,50 |
| 3 | Invoice | 1E9Q2 | N6832207M1056 | | | | | | | 589885MARINECORP | 2006-12-20 | Submitted | | | \$126,91 |
| 4 | Invoice | 3A707 | N6832207M2846 | | | | | | | 3000122006NTA | 2006-12-20 | Processed | | | \$3,00 |
| 5 | Invoice | 1EGU7 | N6832207M3345 | | | | | | | 80TANN1021 | 2006-12-20 | Submitted | | | \$1,00 |
| 6 | Invoice | 1R6E5 | N6832207M3444 | | | | | | | 20071218C | 2006-12-20 | Processed | | | \$2,25 |
| 7 | Invoice | 1R6E5 | N6832207M3444 | | | | | | | 20071218M | 2006-12-20 | Processed | | | \$15,25 |
| 8 | Invoice | 1R6E5 | N6832207M3444 | | | | | | | 20071218N | 2006-12-20 | Processed | | | \$48,00 |
| 9 | Invoice | 028P7 | N6832207M3555 | | | | | | | 81181 | 2006-12-20 | Submitted | | | \$1,00 |

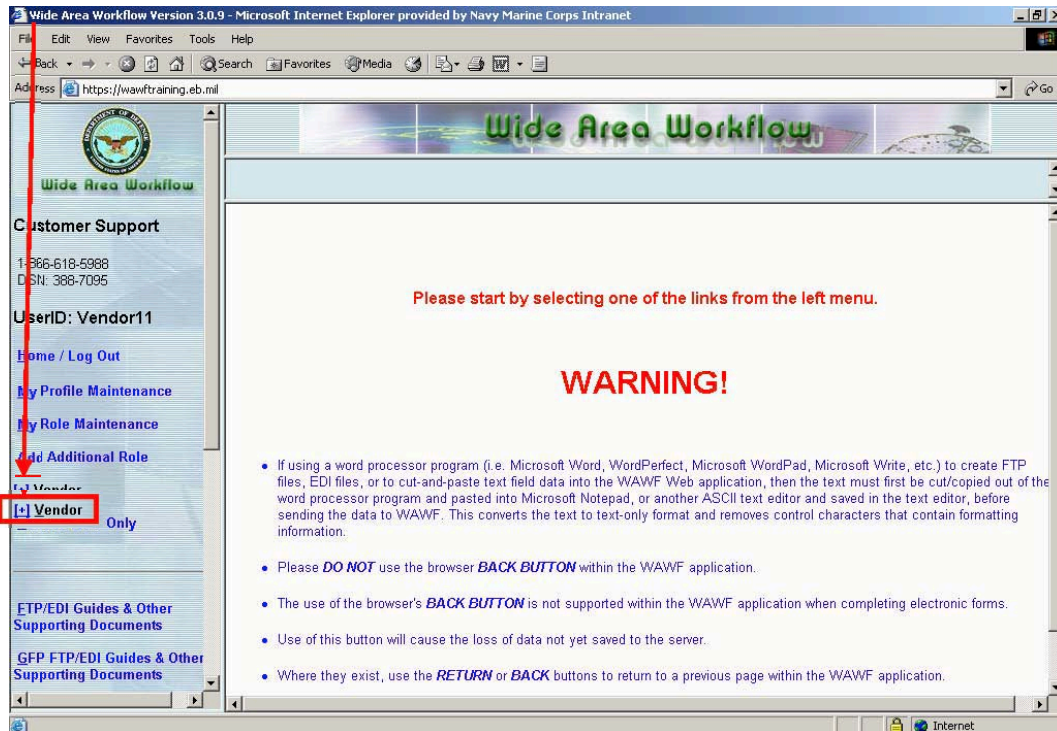
First Next Previous Last

Return Page Help

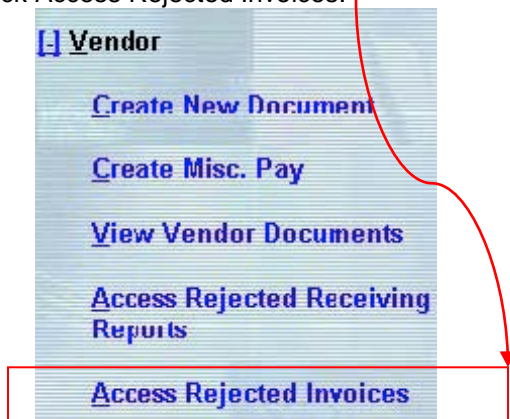
Rejected Invoices

If you receive an email notification informing you that your invoice has been rejected or notice in WAWF that the status of your invoice is rejected, you can access your rejected invoice for correction by following the steps below:

1. Log on to WAWF and click the [+] sign next to Vendor to expand the menu.



2. Click Access Rejected Invoices.



3. In the Search Criteria screen, enter your CAGE code, contract number, and/or invoice number. (Specify a date range in the Create Date and Create Date End fields if you are searching for an invoice older than 30 days.) Click Submit.
4. WAWF will bring up a list of your search results. Based on the Reject Reason, you will either Void the rejected invoice and submit a new invoice or correct and resubmit the invoice.

| Vendor Rejected Invoices Folder for '09YY8' 3 items, sorted by Contract Number | | | | | | | | | | |
|--|---------|----------------|-------------------------------|----------------|--------------------------|-----------------------|---------------------|-------------------|------------|--|
| Item | Type | Vendor (Payee) | Contract Number | Delivery Order | Resubmit? | Invoice Received Date | Change DoDAAC | Void? | Amount | Reject Reason |
| 1 | Invoice | 09YY8 | N6832206M2000 | | 1000 | 2007-02-05 | Yes | V | \$2,000.00 | WAWF invoice amount and spreadsheet amount do not match. |
| 2 | Invoice | 09YY8 | N6832206M3000 | | UOP12345 | 2007-02-06 | Yes | V | \$2,000.00 | Spreadsheet contains Navy and Marines. |
| 3 | Invoice | 09YY8 | N6832207M1000 | | 1000 | 2007-02-05 | Yes | V | \$2,000.00 | Please use the correct contract number. |

Note: In this illustration, based on the reject reason

- Item 1 can be resubmitted with corrected amounts.
- Item 2 can be resubmitted if a revised spreadsheet removing one branch of service is reattached and the line item amount is updated. However, a new invoice will need to be created for the other service branch.
- Item 3 must be rejected and the spreadsheet attached to a new invoice with the correct contract number.

Voiding Rejected Invoices

If the reject reason is any one of the following, you cannot resubmit the same invoice. You must void the rejected invoice, and create and submit a new invoice.

- **Incorrect contract number** (e.g., TA Authorization numbers are 2007 numbers, but 2008 contract number was used)
- **Incorrect document type**
- **Invoice Date is set to a future date**
- **Incorrect Invoice Number**

To void a rejected invoice:

1. From the Access Rejected Invoices Search Results page, click the hyperlinked **V** corresponding to the invoice to be voided.
2. A pop-up box will open notifying you that you are about to void an invoice. Click OK. The status of your invoice will change to Void. You can now create and submit a new invoice.

NOTE: Duplicate invoices should also be voided.

Resubmitting a Rejected Invoice

1. From the Access Rejected Invoices Search Results page (if modifications to the spreadsheet are required, we recommend updating the spreadsheet before continuing):
 - a. To correct DoDAACs (e.g., wrong TA extension), click Yes under the Change DoDAAC column. On the Data Capture page that opens, update the DoDAAC information, and click Continue.
 - b. If the DoDAACS do not need to be corrected, but the line item needs correction (e.g., incorrect invoice amount), click the invoice number under the Resubmit? column. The invoice will open on the main screen.

Vendor Rejected Invoices Folder for '17038' 1 items, sorted by Contract Number

| Item | Type | Vendor (Payee) | Contract Number | Delivery Order | Resubmit? | Invoice Received Date | Change DoDAAC | Void? | Amount | Reject Reason |
|------|---------|----------------|-------------------------------|----------------|---------------------|-----------------------|---------------------|-------------------|--------------|------------------------------------|
| 1 | Invoice | 17038 | N6883606P0001 | | 109 | 2006-12-04 | Yes | V | \$700,000.00 | Rejected due to spreadsheet error. |

First Next Previous Last

Return Page Help

Click the Line Item tab. On the Line Item Details page, click the pen icon. Make any necessary changes, then click Save CLIN/SLIN.

Line Item Details:

At least one Line Item is required.

| Item No. | Stock Part No. | Type | Qty. Shipped | Unit | Unit Price | Amount | Actions |
|----------|----------------|------|--------------|------|------------|------------|---|
| 0001 | None | SV | 1 | EA | \$1,000 | \$1,000.00 |   |

Page Help

2. Go to the Header Tab. Click the Create Document button.
3. You must also attach a revised spreadsheet. If you have already updated your spreadsheet, proceed to step 4.
 - a. To revise and attach your spreadsheet, go to the Misc. Info tab. Under Initiator Information, click the drop-down box and select the correct attachment. Click the scissors icon to extract the spreadsheet.

INVOICE
- CONTINUATION SHEET
* = Required Fields

| Contract Number | Delivery Order | Shipment Number | Invoice Number |
|-----------------|----------------|-----------------|----------------|
| N6883806P0001 | | | 09 |

Initiator Information

Name: Tyler Moon
Title: edi specialist
Phone #: (555)123-1234
DSN:
Email: we6dad@cols.disa.mil
Org Email: we6dad@cols.disa.mil

Comments:

Local Processing Official Information

Name: Janice Novella

IRD: 2006/12/04 1357 EST
 Date of Action: 2006/12/04 1357 EST
 Action(s): Submitter
 Web, Stand Alone

Attachments:
 Attachments:
 TAattachment.xls

b. A dialog box will appear asking you where you want to save the attachment. Click Save and save the attachment to a local drive where you will easily be able to access it, such as your Desktop. Please name the file with your School Code_Invoice Number_Fiscal Year (e.g., 1234A_Fall0001_2008.xls). Open the attachment and make any necessary corrections, then save.

NOTE: If the document is saved on a network or shared drive, it may not attach properly. We recommend saving the file to your local drive (e.g., Desktop).



4. On the Misc. Info tab, there will be more than one Initiator Information section, scroll down to the last Initiator Information section. Click the three-boxes icon next to the Attachments drop-down field. Click Browse and select your revised spreadsheet from your computer files. Click Open, then click Continue. Verify that your document was attached by clicking the drop-down.

5. Go to the Header tab and click Submit.

Payment Information

Payments for invoices submitted through WAWF will be made by EFT, and are received in 1-2 weeks. To check the status of payments, log in to the [DFAS myInvoice system](#).

NOTE: myInvoice deactivates and archives accounts that have been inactive for 180 days. For assistance with myInvoice, contact DFAS Customer Service at 1-800-756-4571, Option 5 or e-mail the help desk at CCO-MYINVOICEHELP@DFAS.MIL.

Refunds Please make checks payable to the U.S. Treasury and mail to the below address:

COMMANDING OFFICER NETPDTC N8115 – SCHOOL REFUND
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5241

Submitting Student Grades

Student grades can be submitted to the Tuition Assistance Office at the time of invoicing or at a later date. The following methods for submitting grades are available.

Grade submission at time of invoicing

1. Before attaching the TA Attachment to your invoice in WAWF, fill out the Student Grade column.
2. If your Excel attachment does not include this column, it can be added at the end after the Invoice Date column.

By SFTP

1. If you are currently using SFTP please continue to use this method to submit your grades.
2. We recommend using SFTP to submit grades, please contact Charles Giorlando at charles.giorlando@navy.mil and with a copy carolyn.petersen@navy.mil to set up this system.

By Email (Please encrypt the file)

1. Open the TA Attachment that was submitted with your invoice.
2. In the Student Grade column enter grade information.
3. Email the encrypted Excel file to the Tuition Assistance grade email box at sfly_netpdtc.accounting@navy.mil.

Valid grades if using the TA Attachment Template to submit grades:

- Passing Grades include **A**, **B**, **C**, **D**, **S** (Successful), or **P** (Passing)
- Failing Grades include **F**, **I** (Incomplete), **N** (Not Passing or Repeat), **W** (Withdrawal), or **X** (Insufficient)